

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB99-2

Date: January 22, 1999  
Expiration Date: 6/30/99  
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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: JTA WTW STATESIDE EXPENDITURE REPORTING GUIDE

The Job Training Partnership Division (JTPD) has developed a Job Training Automation (JTA) Welfare-to-Work (WtW) Expenditure Reporting Guide to assist financial staff in reporting WtW expenditures electronically. All staff involved in the JTA WtW Expenditure Reporting process should be encouraged to read this guide and print it out as a resource during reporting.

The JTPD provided access to the WtW Stateside Expenditure Reporting menus on October 16, 1998. WtW subgrantees will file their reports on stateside JTA using the same process as on-line cash. Once connected to JTA stateside, subgrantees' can access the WtW Expenditure Reporting option screens by first selecting the "MCM Cash Management Menu"; then selecting "MER - Expenditure Reporting". Please note that these screens are provided to report only WtW Expenditures at this time. All other Job Training Partnership Act, One Stop, and School to Career reporting methods remain the same.

If you have any questions on WtW financial reporting, contact Leah Pears at (916) 654-8295. If you have questions on the JTA system or the guide, contact JTA Help Desk at (916) 653-0202 or via e-mail to [Sevans@edd.ca.gov](mailto:Sevans@edd.ca.gov).

/S/ BILL BURKE  
Assistant Deputy Director

### Attachment

Attachment available in our Resource Information Center or by clicking on the link below. Copies may also be obtained by e-mailing JTPD at [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Gia Valla at (916) 654-7686.

JTA WtW Stateside Expenditure Reporting Guide